



DRIVER

Mission

St. Elizabeth's Adult Day Care Center's mission is to provide a safe, comfortable, wholesome, and stimulating environment for the aged and persons with special needs. We will accomplish this by operating as a Christian institution by recognizing that each person, staff, and participant is to be respected, loved, and cared for as a child of God. We will serve participants in conjunction with their families by respecting the dignity of each person, fostering a Christian concern for one another, and developing or maintaining the capabilities of each person.

Position Summary

Reporting to the Site Manager with oversight from the Transportation Coordinator, the Driver is a key member of St. Elizabeth Adult Day Care team. The Driver is responsible for ensuring that assigned participants on his/her route arrives to and from home/center safe and as scheduled.

Essential Duties and Responsibilities:

- Drive the morning and evening route to pick-up participants of the Center and return them to their homes.
- Fully complete the morning and evening routes in a timely and professional manner
- Assist the participants in and out of the van as well as escorting them to and from the front door of their homes.
- Buckle seat belts around participants.
- Interact with participants and families in a respectful professional manner.
- Keep the van route lists in the main office current by providing the Transportation Coordinator with participants' additions/deletions and route changes.
- Deliver items to families such as messages, mail, clothing etc., as directed by the Site Director.
- Deliver items between Centers as directed by the Site Director.
- Maintain the Driver Vehicle Inspection Report stored in each van and record pick-up and delivery times of Medicaid Participants daily.
- Maintain the van by ensuring the gas tank is full, checking the oil, transmission, and brake fluid, keeping track of oil changes, maintaining a clean van both in and out, and maintaining proper air pressure in tires, reporting concerns to the Operations Director.
- Immediately report all mechanical difficulties to the Operations Director.
- Recognize the signs and symptoms of adult abuse, neglect, and/or exploitation; and report such to the Site Director.
- Immediately report all accidents to the Site Director as well as to the Operations Director; keeping him/her well informed of all activity and situations.
- The safety and comfort of passengers is the number one priority!

**Qualifications:**

- Interest and respect for the elderly and persons with special needs. Must have the ability to recognize and have concern for the participants' needs, and the willingness to perform suitable services which are appropriate.
- Capable of driving a 15-passenger van.
- Working knowledge of the streets in the Center's area.
- Must possess a current, valid Class E driver's license and meet the St. Elizabeth Adult Day Care requirements for insurance.
- Must have a current DOT clearance to drive and exercise good time management skills.
- Excellent written, verbal, and interpersonal skills.
- Meets the conditions for employment mandated by the State of Missouri and St. Elizabeth Adult Day Care Center.

Accountability:

Work under the direction of the Site Director and the Operations Director.

Work Environment:

The employee will need to travel from one location to the other, to the assigned day center and vice versa. This position may need to stand, stoop, kneel, crawl and climb.

To perform this job successfully, an individual must be able to perform all essential duties and responsibilities satisfactorily, as well as possess the skills to meet the demands outlined in this job description.

Employee acknowledges and understands that St. Elizabeth Adult Day Care Center reserves the right to modify the contents of this job description or to assign alternate and additional duties and responsibilities. Nothing in this job description is intended to alter the at-will nature of employees' employment at St. Elizabeth Adult Day Care.